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STATE OF MONTANA

MERIT SYSTEM COUNCIL

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REPORT FOR THE PERIOD

JULY 1, 1947, TO JUNE 30, 1948

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LETTER OF TRANSMITTAL

November 1, 1948

Montana State Board of Health
Montana Department of Public Welfare
Montana Unemployment Compensation Commission

Gentlemen:

The Montana Joint Merit System rules provide that:

"...The members of the Council shall make an annual report on the operations of the Joint Merit System..."

In compliance with the above provision, we have the honor of transmitting herewith the report of the Merit System Council for the period from July 1, 1947 to June 30, 1948.

Respectfully submitted,

Emmet J. Riley, Chairman

Francis A. Thomson, Member

E. Martin Larson, Member

MERIT SYSTEM COVERAGE

The Joint Merit System of Montana operates for the Department of Public Welfare, the Department of Mental Hygiene, the Joint Merit System Council, the State Board of Health, and the Unemployment Compensation Commission. Merit System installation has not been completed for the Department of Mental Hygiene.

PROGRESS IN NINE YEARS

1940 Joint Merit System Established.

1941 Qualifying and competitive examinations conducted for all clerical employees and professional employees in the Unemployment Compensation Commission and the Department of Public Welfare.

1942 Recruitment and examination procedures simplified and speeded up to meet wartime needs.

1943 Continuous recruitment program instituted to make examinations available to more applicants seeking state employment.

1944 Examinations made available in any county from which five applications were on file at any time to allow tests to be given in more centers, more frequently and with less travel involved.

1945 Extensive revisions in classification plans to bring them up to date. Many war emergency rules and classifications eliminated. Policy established for reinstatement of veterans.

1946 Specific courses developed at Montana State University to give training for jobs under the Merit System. Plans made to establish a school of social work at Montana State University.

1947 Extensive examination item analysis work instituted to develop improved examinations for all positions.

1948 Joint Merit System Rules approved by the Merit System Council and adopted by the Department of Public Welfare and State Board of Health and Joint Merit System Council.

COUNCIL ACTIVITIES THIS YEAR

Compensation plan adjustments approved for all agencies.

Numerous revisions in class specifications and new specifications approved.

The Department of Mental Hygiene accepted for coverage under the Joint Merit System.

A new Joint Merit System Rule approved by the Council for use for all agencies operating under the Merit System.

During the year there were no appeals to the Council from examinees or employees.

The Council adopted a policy of gradually raising standards for securing a position on Merit System registers as more people become available for state jobs.

ADVANTAGES OF MERIT SYSTEM ADMINISTRATION

(1) Selection based on merit.
Employees are selected on the basis of rank on competitive examinations.

(2) Opportunity for advancement.
Candidates for promotion must pass promotional examinations and must meet required standards of performance in lower positions.

(3) Classification of jobs.
Duties of positions are clearly outlined so that employees know what is expected of them.

(4) Equality of pay.
Within each agency salary schedules and advancement regulations provide for equal pay for equal work.

(5) Security of tenure.
Permanent employees can be dismissed only for cause.

(6) In-service training.
Outstanding employees receive advanced training including educational stipends. All employees receive basic on-the-job training.

(7) Vacation leave.
Employees earn 15 days of vacation per year and may accumulate a maximum of 24 days of leave.

(8) Sick leave.
Employees earn one day a month sick leave and may accumulate a maximum of 60 days of sick leave.

(9) Retirement allowances.
All employees are covered by the State Retirement System providing for retirement with pay based on employee and employer contributions.

(10) Veterans preference.
After passing examinations veterans, wives of veterans, and widows of veterans have 5 points added to their grade. Disabled veterans get 10 points.

(11) Military leave.
Leave is granted for all military service including National Guard Encampment.

(12) Better recruitment.
The best candidates for employment from the entire state are able to compete for entrance level positions.

(13) Systematic pre-employment training.
By cooperation with Montana colleges and high schools specific training has been made available for positions under the Merit System.

(14) Prohibition of discrimination.
No discrimination may be made because of sex, nationality, political affiliation, or religious belief. However, any person belonging to an organization which would overthrow or undermine the government of the United States is barred from employment.

HOW TO SECURE A POSITION

(1) Watch for announcements.
Recruitment for entrance level positions is continuous. Other positions are announced from time to time. Announcements are sent to Unemployment Compensation, Welfare and Health offices, schools and colleges, civic organizations, labor unions, radio stations, newspapers, postmasters, members of the legislature, and individuals requesting them. Detailed announcements can be secured from Merit System Council, Helena.

(2) File an application.
Secure application blanks from Merit System Office or local offices of the Department of Public Welfare, State Board of Health, Unemployment Compensation Commission.

(3) Take an examination.
Examinations are scheduled as often as practical for any section of the state from which five or more applications have been received.

(4) Receive a Merit System rating.
Applicants who pass examinations are promptly notified of their ratings. For all except high level professional positions in the State Board of Health a written test is required. Education and experience is rated as part of the examinations for all professional positions and for some of the higher clerical positions.

(5) Be considered for employment.
For each vacancy the three highest ranking candidates for that job are certified for appointment. Selection must be from this list. Agency personnel officers may interview these candidates to aid in selection.

(6) Secure permanent status.
All employees serve a probationary period, following which they have permanent status.

RESULTS OF MERIT EXAMINATIONS

Type of Position	Number Applying	Number Admitted	Number Appearing	Number on Register
Custodial	5	5	3	3
Typing, Steno. & Clerical	1831	1734	1460	972
U.C. Professional	243	204	148	94
P.W. Professional	119	96	78	64
S.B.H. Professional	125	110*	110*	110
Totals: (7-47 - 6-48)	2323	2149	1799	1243
Totals: (7-46 - 6-47)	2133	1985	1617	1231
Percentages:** (7-47 - 6-48)	100.00	92.5	77.4	53.5
Percentages:** (7-46 - 6-47)	100.00	93.0	75.8	57.7

*Unassembled examinations.
**Based on number applying.

In this one year period 69.1 per cent of the examinees received passing grades. For the previous one year period 76.1 per cent of the examinees received passing grades. Grades required for passing have been raised slightly because of increased availability of applicants.

PROVISIONAL AND EMERGENCY APPOINTMENTS

	Number Appointed	Number Examined	Number Made Probationary
Department of Public Welfare	76	61	51
Board of Health	41	31	24
Unemployment Comp. Commission	80	65	58

Emergency and provisional appointments are permitted only when there are fewer than three persons available for a job from the register for that position or other related positions.

CERTIFICATIONS

	Names Certified	Number of Persons appointed
Department of Public Welfare County Offices	144	80
Department of Public Welfare State Offices	73	35
Board of Health	187	86
Merit System Office	6	2
Unemployment Compensation Comm.	367	163
TOTALS	777	366

OTHER PERSONNEL ACTIONS

	Salary Adjust-ments	Salary Advance-ments	Promo-tions	Demo-tions	Rein-state-ments
Department of Public Welfare	2	243	18	5	7
Merit System Office		6			
State Board of Health		61	3		4
Unemployment Comp. Comm.	180	174	30	3	7

STATUS OF REGISTERS

Types of Position	Number Added During the Year	Total Eligibles Including Previous Registers Still in Effect	Number Available
Custodial	3	3	1
Typing, Steno., & Clerical	972	1879	170
U.C. Professional	94	292	39
P.W. Professional	64	189	17
S.B.H. Professional	110	110	20
TOTALS	1243	2473	247

EMPLOYEE TURNOVER

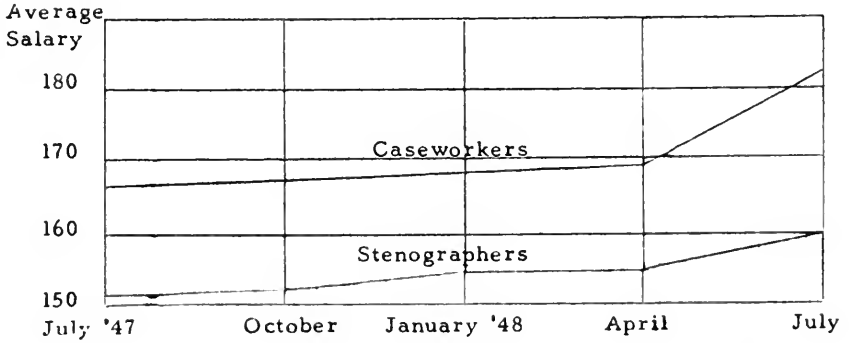
The per cent of turnover during this one year period, based on the average number employed was as follows:

Department of Public Welfare	48.4
State Board of Health	64.5
Unemployment Compensation Commission	53.1

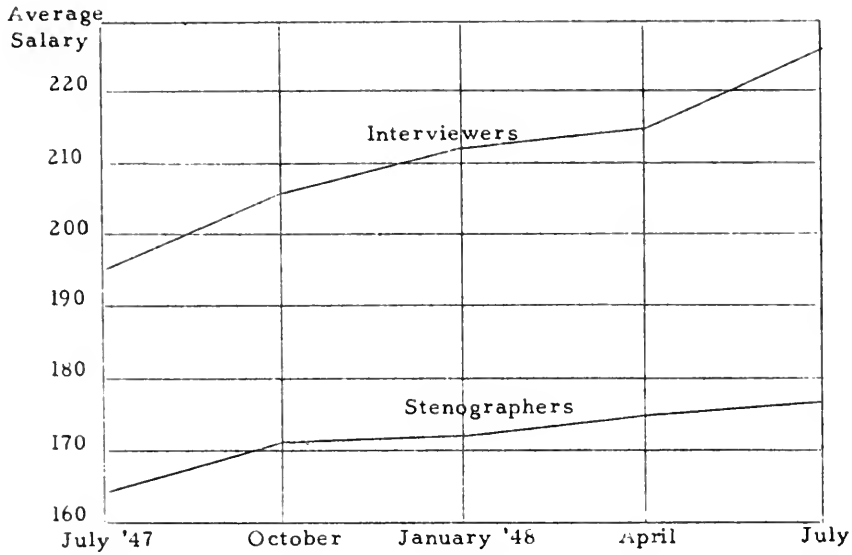
SALARIES, TENURE, AND SEPARATIONS

The following charts and tables give an analysis of average salaries, length of service and number of separations in the lower classes of positions in the Unemployment Compensation Commission nnd the Department of Public Welfare. For both agencies all stenographers are included. For the Unemployment Compensation Commission interviewers includes Junior and Senior Interviewer, Veterans Employment Representative, Employment Counselor, and Manager III. For the Department of Public Welfare, Caseworkers includes Junior and Senior Caseworker. The average salary is the average of monthly salary rates for all persons in each category. Months of service is the average length of employment with the agency for all persons in each category.

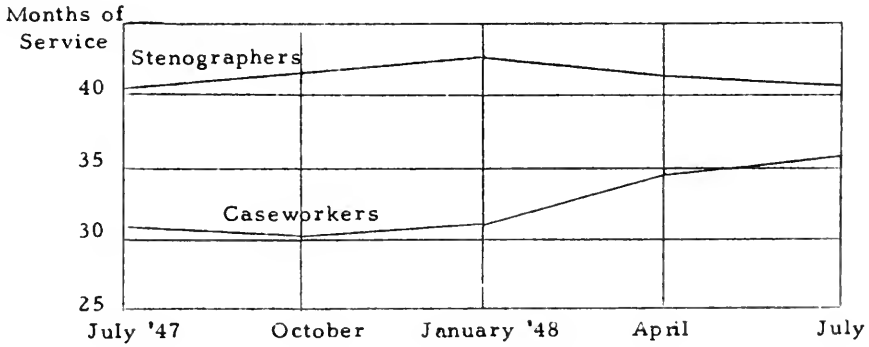
AVERAGE SALARIES - CASEWORKERS AND STENOGRAPHERS DEPARTMENT OF PUBLIC WELFARE



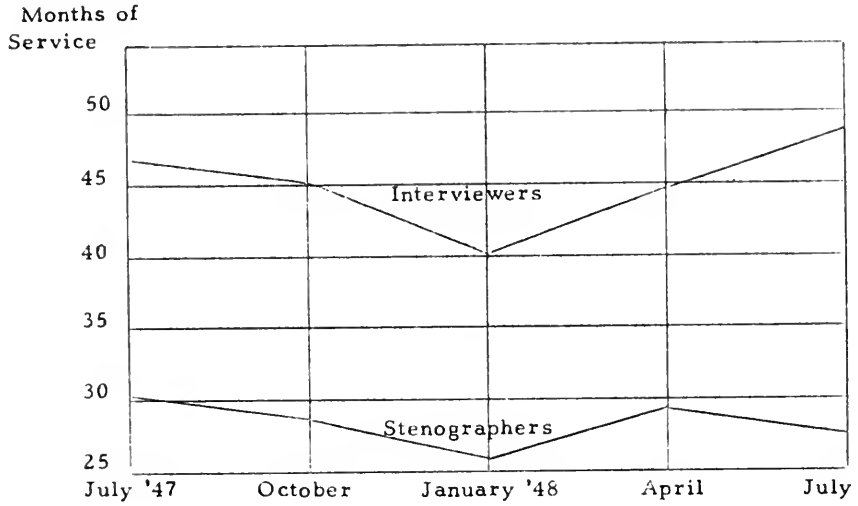
AVERAGE SALARIES - INTERVIEWERS AND STENOGRAPHERS
UNEMPLOYMENT COMPENSATION COMMISSION



AVERAGE TENURE - CASEWORKERS AND STENOGRAPHERS
DEPARTMENT OF PUBLIC WELFARE



AVERAGE TENURE - INTERVIEWERS AND STENOGRAPHERS
UNEMPLOYMENT COMPENSATION COMMISSION



SEPARATIONS - CASEWORKERS AND STENOGRAPHERS
DEPARTMENT OF PUBLIC WELFARE

	Average No. Employed	Number of Separations	Per Cent of Turnover
Caseworkers	61	38	62.3
Stenographers	71	37	52.1

SEPARATIONS - INTERVIEWERS AND STENOGRAPHERS
UNEMPLOYMENT COMPENSATION COMMISSION

	Average No. Employed	Number of Separations	Per Cent of Turnover
Interviewers	73	27	37.0
Stenographers	15	16	107.7

ITEM ANALYSIS

The file of examination material has been greatly expanded during this period and almost 10,000 usable items are now cataloged in the Merit System Office.

More important than increase in number of items is the fact that much more is now being accomplished in the way of item analysis. Test items from all groups of sufficient size are studied to determine their difficulty and their relation to the test as a whole. Every effort is being made to increase the quality of examinations through selection of items that tend to give the best qualified applicants the best grades.

Continuing study of test items is exceedingly important because the written test is used as a basic part of all examinations except for certain high level professional positions in the State Board of Health.

PAYROLL CERTIFICATION

The monthly payroll for each of the agencies is reviewed by the Merit System Supervisor to determine whether all personnel actions indicated by it have been in conformity with the rules and regulations for that agency. When exceptions are found they are generally corrected immediately.

COOPERATION WITH OTHER MERIT SYSTEM AGENCIES

The Montana Joint Merit System Council wishes to take this opportunity of thanking other civil service and merit system agencies throughout the country who have assisted by conducting examinations for applicants for positions in Montana who were outside the state at the time of examination. The Council has also greatly appreciated the information concerning classification plans, rules, announcements, compensation plans, reports, and studies in other agencies that have been made available to them.

COST OF OPERATION

The cost of operation from July 1, 1947 to June 30, 1948 has been shared by three agencies as follows:

Department of Public Welfare	6,342.28
State Board of Health	4,629.50
Unemployment Compensation Commission	6,320.13
TOTALS	17,291.91

MERIT SYSTEM EXPENDITURES BY CATEGORY

Category	Amount	Per Cent of Total
Personnal Services	12,301.67	71.1
Supplies	1,077.93	6.2
Communication Services	573.17	3.3
Travel Expense	677.70	3.9
Printing and Binding	110.60	.7
Rent of Premises	720.00	4.2
Repairs	52.50	.3
Equipment	926.26	5.4
Miscellaneous	852.08	4.9
TOTALS	17,291.91	100.0

The cost of operating the Merit System was 1.38 per cent of the agency payrolls, $2.71 per position per month, $7.46 per application and $8.06 per examination.

SOME FURTHER GOALS

(1) Recruitment that reaches all qualified applicants for jobs available under the Merit System is one of the most basic needs for efficient Merit System administration. Continuing efforts must be made to secure the cooperation of groups and individuals throughout the state toward the goal of reaching all persons who may wish to seek state employment by giving them a chance to compete.

(2) As a part of long time planning in a Merit System program it is necessary to cooperate with high schools and colleges in the state to develop specific courses for training of persons seeking public employment. A very good start has been made in the stenographic and social work field but much needs to be done for all other types of positions.

(3) Equal pay for equal work is considered another basic principle of efficient personnel administration. Certain discrepancies exist because there is no state-wide standard for salary levels for any type of employment. Much careful study of factors affecting state salaries will be needed in order to develop a joint compensation plan that will be absolutely fair for all state employees.

(4) If the Merit System program is to be fully effective it is necessary to have wide support throughout the state. The Council is keenly aware that it has a very important educational job on its hands to let people know what the Merit System is and what it does.

The following tables give detailed information concerning operations of the Merit System for the benefit of any readers who may be statistically minded and also to provide a permanent record of examination and personnel action statistics for individual classes of positions.

TABLE I

RESULTS OF WRITTEN EXAMINATIONS
July 1, 1947 - June 30, 1948

Position	Number of Persons Applied	Admitted	Percent Admitted	Number Appearing	Percent Appearing	Number Passing	Percent Passing
Field Advisor	16	11	68.8	5	45.5	2	40.0
Super. Claims Exam.	1	1	100.0	1	100.0	1	100.0
Claims Examiner	10	7	70.0	6	85.7	3	50.0
Sr. Interviewer	84	75	89.3	54	72.0	37	68.5
Jr. Interviewer	91	78	85.7	57	73.0	38	66.7
Accountant	7	4	57.1	2	50.0	1	50.0
Sr. Accounting Clerk	4	3	75.0	2	75.0	2	100.0
Int. Accounting Clerk	3	2	66.7	1	66.7	1	100.0
Jr. Accounting Clerk	17	12	70.6	11	91.7	6	54.5
Chief Clerk	1	1	100.0	1	100.0	1	100.0
Sr. Clerk	95	84	88.4	66	78.6	43	65.2
Int. Clerk	51	44	86.3	28	63.6	22	78.6
Jr. Clerk	416	396	95.2	332	83.8	206	62.0
Statistical Clerk	12	9	75.0	7	77.8	5	71.4
Secretary	8	6	75.0	5	83.3	5	100.0
Sr. Stenographer	82	72	87.0	52	72.2	47	90.4
Int. Stenographer	80	72	90.0	63	87.5	58	92.0
Jr. Stenographer	413	406	98.3	356	87.7	275	77.2
Typist	473	464	98.0	417	89.9	312	74.8
Bkkg. Mach. Operator	12	10	83.3	8	80.0	5	62.5
Key Punch Operator	7	7	100.0	6	85.7	2	33.3
Telephone Operator	7	6	85.7	5	83.3	2	40.0
Janitor	5	5	100.0	3	60.0	3	100.0
Co. Supervisor I	4	2	50.0	1	50.0	1	100.0
Co. Supervisor II	8	5	62.5	4	80.0	3	75.0
Co. Supervisor III	7	5	71.4	5	100.0	4	80.0
Sr. Caseworker	17	15	88.2	13	86.7	11	84.6
Jr. Caseworker	62	55	88.7	41	74.5	34	82.9
Dir. Child Welf. Serv.	1	1	100.0	1	100.0	1	100.0
Child Welf. Cons.	2	0		0		0	
Sr. Child Welf. Wrkr.	5	5	100.0	3	60.0	3	100.0
Jr. Child Welf. Wrkr.	9	6	66.7	6	100.0	6	100.0
Typist	81	76	93.8	48	62.2	34	70.8
Int. Typist	40	38	95.0	36	94.7	33	91.7
Supr. Acct. Clerk	2	2	100.0	1	50.0	1	100.0
Placement Worker	3	0		0		0	
Laboratory Helper	1	1	100.0	1	100.0	1	100.0
Hygienic Lab. Asst.	3	3	100.0	1	33.3	1	100.0
Statistician	1	1	100.0	0		0	
Employment Couns. III	2	1	50.0	1	100.0	1	100.0
Manager I	1	1	100.0	1	100.0	1	100.0

TABLE I, Continued

Position	Number of Persons Applied	Admitted	Per Cent Admitted	Number Appearing	Per Cent Appearing	Number Passing	Per Cent Passing
Manager II	1	1	100.0	1	100.0	1	100.0
Sr. Interviewer II	12	10	83.3	10	100.0	3	30.0
Vets. Employment Repr.	9	9	100.0	6	66.7	2	33.3
Clerk-Stenographer	2	2	100.0	2	100.0	2	100.0
Employment Counselor	3	1	33.3	0		0	
Field Supervisor II	2	2	100.0	2	100.0	2	100.0
Accounting Clerk	21	18	85.7	14	77.8	8	57.1
Supr. Home Industries	1	1	100.0	1	100.0	1	100.0
Jr. Statistician	3	3	100.0	2	66.7	2	100.0
TOTALS	2198	2039	92.8	1689	82.8	1233	73.0

TABLE II

RESULTS OF UNASSEMBLED EXAMINATIONS
July 1, 1947 - June 30, 1948

Position	Number Applying	Number Passed	Per Cent Passed
Epidemiologist & Deputy Health Officer	1	1	100.0
Director, Division of Maternal & Child Health	1	1	100.0
Local Public Health Nursing Supervisor	3	3	100.0
Senior Public Health Nurse	22	22	100.0
Junior Public Health Nurse	15	13	80.0
Director, Division of Industrial Hygiene	5	1	20.0
Assistant Director, Division of Sanitary Engineering	1	1	100.0
Director, Division of Food and Drugs	1	1	100.0
Director of Hygienic Laboratory	1	1	100.0
Assistant Director of Hygienic Laboratory	1	1	100.0
Senior Bacteriologist-Serologist	2	2	100.0
Junior Bacteriologist-Serologist	7	7	100.0
Senior Sanitary Inspector	3	3	100.0
Junior Sanitary Inspector	13	9	69.2
Health Education Consultant	3	3	100.0
Director of Public Health Nursing	1	1	100.0
Physical Therapist	1	1	100.0
Senior Sanitary Engineer	1	1	100.0
Senior Chemist	3	2	66.7
Junior Chemist	5	4	80.0
Public Health Nursing Consultant	5	5	100.0
Photofluorograph Unit Operator	2	2	100.0
Graduate Nurse	17	15	88.2
Medical Social Worker	2	2	100.0
Hospital Nursing Consultant	1	1	100.0
Senior Bacteriologist-Chemist	2	2	100.0
Junior Bacteriologist-Chemist	4	4	100.0
Speech Correctionist and Consultant	1	1	100.0
Director, Division of Health Education	1	1	100.0
TOTALS	125	110	88.0

TABLE III

RESULTS OF PERFORMANCE TESTS
July 1, 1947 - June 30, 1948

Position	Number Scored	Number Passed	Per Cent Passed
Secretary	5	5	100.0
Senior Stenographer	49	44	89.8
Intermediate Stenographer	59	52	88.1
Junior Stenographer	271	218	80.4
Typist	345	315	91.3
Intermediate Typist	33	32	97.0
TOTALS	762	666	87.4

TABLE IV

PROVISIONAL AND EMERGENCY APPOINTMENTS

Position	Number Appointed	Number Examined	Number Made Probationary
Department of Public Welfare			
Intermediate Accounting Clerk	1	1	1
Senior Clerk	1	1	
Intermediate Clerk	2	1	1
Junior Clerk	2	1	1
Senior Stenographer	1	1	1
Intermediate Stenographer	3	3	3
Junior Stenographer	24	19	13
County Supervisor, Class II	1	1	1
County Supervisor, Class III	1	1	1
Senior Caseworker	4	4	4
Junior Caseworker	26	22	19
Child Welfare Consultant	1	1	1
Senior Child Welfare Worker	3	2	2
Junior Child Welfare Worker	2	2	2
Typist	1		
Placement Worker	1		
Home Teacher for the Blind	1		
Supervisor of Home Industries	1	1	1
TOTALS	76	61	51

TABLE IV, Continued

Position	Number Appointed	Number Examined	Number Made Probationary
Unemployment Compensation Commission			
Field Advisor	1	1	1
Supervising Claims Examiner	1	1	1
Senior Interviewer	13	11	8
Junior Interviewer	8	8	7
Senior Clerk	11	7	7
Junior Clerk	16	14	12
Files Supervisor	1		
Statistical Clerk	1	1	1
Junior Stenographer	1	1	1
Typist	2	2	2
Junior Key Punch Operator	2	2	2
Telephone Operator	2	2	1
Janitor	2	2	2
Typist	1	1	1
Manager I	1	1	1
Manager II	3	2	2
Senior Interviewer II	4	4	4
Clerk Stenographer	1	1	1
Field Supervisor II	2	2	2
Accounting Clerk	2	1	1
Junior Statistician	1	1	1
Farm Placement Supervisor	1		
Supervisor of Machine Operations	1		
Area Farm Placement Assistant	2		
TOTALS	80	65	58
Board of Health			
Senior Clerk	1	1	
Senior Stenographer	8	5	3
Intermediate Stenographer	1	1	1
Junior Stenographer	1	1	1
Typist	3	1	1
Intermediate Typist	2	1	1
Asst. Director, Div. Maternal & Child Health & Crippled Childrens Services	1	1	1
Senior Public Health Nurse	7	7	5
Junior Public Health Nurse	1	1	1
Junior Bacteriologist-Serologist	1	1	1
Laboratory Helper	1		
Hygienic Laboratory Assistant	1		

Position	Number Appointed	Number Examined	Number Made Probationary
Junior Sanitary Inspector	2	2	1
Physical Therapist	1	1	1
Public Health Nursing Consultant	1	1	1
Photofluorograph Unit Operator	1	1	1
Graduate Nurse	5	5	4
Hospital Standards Consultant	1		
Consulting Engineer	1		
Speech Correctionist & Consultant	1	1	1
TOTALS	41	31	24

TABLE V

CERTIFICATION FOR APPOINTMENT
July 1, 1947 - June 30, 1948

Position	Number of Certifications	Names Certified	Names Appointed
Department of Public Welfare County Offices			
Intermediate Stenographer	4	5	4
Junior Stenographer	22	44	22
County Supervisor, Class II	3	3	3
County Supervisor, Class III	4	10	4
Senior Caseworker	9	21	9
Junior Caseworker	30	49	30
Senior Child Welfare Worker	1	1	1
Junior Child Welfare Worker	4	7	4
Typist	3	4	3
TOTALS	80	144	80
Department of Public Welfare State Office			
Intermediate Accounting Clerk	1	1	1
Senior Clerk	1	3	1
Intermediate Clerk	3	7	3
Junior Clerk	1	3	1
Senior Stenographer	2	4	2
Intermediate Stenographer	4	8	4
Junior Stenographer	2	4	2
Telephone Operator	1	1	1
Junior Caseworker	10	21	10
Director Child Welfare Services	1	2	1
Child Welfare Consultant	2	2	2
Typist	6	16	6
Supervisor of Home Industries	1	1	1
TOTALS	35	73	35

TABLE V, Continued

Position	Number of Certifications	Names Certified	Names Appointed
Board of Health			
Senior Stenographer	7	13	7
Intermediate Stenographer	1	3	1
Junior Stenographer	7	19	7
Typist	4	12	4
Intermediate Typist	1	2	1
Epidemiologist & Deputy Health Off.	1	1	1
Director of Maternal & Child Health & Crippled Childrens Services	1	1	1
Director, Division of Dental Health	1	1	1
Local Public Health Nursing Superv.	1	3	1
Senior Public Health Nurse	15	37	15
Junior Public Health Nurse	5	15	5
Director, Division of Indus Hygiene	1	1	1
Asst. Director, Sanitary Engineering	1	1	1
Director, Division of Food & Drugs	1	1	1
Director of Hygienic Laboratory	1	1	1
Asst. Director of Hygienic Lab.	1	1	1
Senior Bacteriologist-Serologist	1	2	1
Junior Bacteriologist-Serologist	4	12	4
Laboratory Helper	1	1	1
Hygienic Laboratory Assistant	1	1	1
Junior Sanitary Inspector	3	9	3
Health Education Consultant	1	2	1
Director of Public Health Nursing	1	1	1
Physical Therapist	1	1	1
Senior Sanitary Engineer	1	1	1
Senior Chemist	1	1	1
Junior Chemist	2	4	2
Public Health Nursing Consultant	4	9	4
Photofluorograph Unit Operator	2	3	2
Graduate Nurse	5	11	5
Medical Social Worker	1	1	1
Hospital Nursing Consultant	1	1	1
Medical Stenographer	3	8	3
Senior Bacteriologist-Chemist	1	2	1
Hospital Standards Consultant	1	3	1
Speech Correctionist & Consultant	1	1	1
Director, Division of Health Educ.	1	1	1
TOTALS	86	187	86

TABLE V, Continued

Position	Number of Certifications	Names Certified	Names Appointed
Merit System Office			
Intermediate Clerk	1	3	1
Junior Clerk	1	3	1
TOTALS	2	6	2
Unemployment Compensation Commission			
Field Advisor	1	2	1
Supervising Claims Examiner	1	1	1
Administrative Assistant	2	2	2
Senior Interviewer	16	40	16
Junior Interviewer	21	46	21
Accountant	2	5	2
Senior Accounting Clerk	1	1	1
Senior Clerk	6	14	6
Intermediate Clerk	1	3	1
Junior Clerk	38	85	38
Statistical Clerk	3	3	3
Senior Stenographer	2	4	2
Intermediate Stenographer	1	3	1
Junior Stenographer	11	33	11
Bookkeeping Machine Operator	2	5	2
Junior Key Punch Operator	3	3	3
Telephone Operator	1	2	1
Janitor	2	5	2
Senior Key Punch Operator	1	1	1
Typist	20	57	20
Asst. Informational Representative	1	1	1
Manager I	1	1	1
Manager II	2	3	2
Senior Interviewer II	5	15	5
Veterans' Employment Representative	1	3	1
Clerk-Stenographer	1	1	1
Stenographer	2	6	2
Employment Counselor	1	1	1
Field Supervisor II	1	3	1
Accounting Clerk	4	6	4
Manager III	1	1	1
Junior Statistician	1	2	1
Senior Clerk	6	8	6
Cashier	1	1	1
TOTALS	163	367	163

TABLE VI

STATUS OF MERIT SYSTEM REGISTERS
June 30, 1948

Position	No. Added 7-1-47 to 6-30-48	Total Ratings in Effect	No. Available Statewide at Minimum	No. Available Locally at Minimum	No. Available Above Minimum
Attorney		2			
Informational Rep.					
Field Advisor	2	14	1	2	
Supr. Claims Exam.	1	1			
Claims Examiner	3	11	1	1	1
Director, E. S.		1			
Field Supervisor		7			
Administrative Asst		3		1	
Manager		1			
Sr. Interviewer	37	37	5	6	3
Jr. Interviewer	38	91	4	5	4
Dir. Public Asst.					
State Field Supr.		1			
Co. Supervisor I	1	3	5	2	
Co. Supervisor II	3	11	1		1
Co. Supervisor III	4	12		1	
Sr. Caseworker	11	22	1		
Jr. Caseworker	34	81	1	1	2
Dir. Child Welf.Serv.	1	1			
Child Welf. Cons.	0	2			
Sr. Child Welf. Wrkr.	3	5			
Jr. Child Welf. Wrkr.	6	40			
Dir. of Statistics		2			
Statistician		4		3	
Administrative Asst		2			
Correspondent					
Suprv. Serv. for Blind					
Suprv. Vocational Rehab.		1	1	1	
Placement Worker		1			1
Epidemiologist	1	1	1		
Dir. Maternal & Child Health & Crippled Child.Ser.	1	1			
Local P.H. N. Suprv	3	3	1		
Sr. Public Health N	22	22	1		
Jr. Public Health N	13	13			
Dir. Indus. Hygiene	1	1			
Asst. Dir. San. Engin.	1	1			
Dir. Food & Drugs	1	1			
Dir. Hygienic Lab.	1	1			
Asst. Dir. Hyg. Lab.	1	1			
Sr. Bact.-Serologist	2	2	1		
Jr. Bact.-Serologist	7	7	2		
Sr. Sanitary Insp.	3	3	1		1
Jr. Sanitary Insp.	9	9	2	1	2
Health Educ. Cons.	3	3			1

TABLE VI, Continued

Position	No. Added 7-1-47 to 6-30-48	Total Ratings in Effect	No. Available Statewide at Minimum	No. Available Locally at Minimum	No. Available Above Minimum
Dir. P. H. Nursing	1	1	1		
Physical Therapist	1	1			
Sr. Sanitary Engineer	1	1			
Sr. Chemist	2	2			
Jr. Chemist	4	4	2		
P. H. Nurs. Cons.	5	5	2		
Photo. Unit Oper.	2	2			
Graduate Nurse	15	15	1	1	
Test Technician		2			
Medical Social Wrkr.	2	2	1		
Asst. Exec. Director		1			
Liaison Officer		1			
Asst. Infor. Repr.		1			
Training Officer		1			
Personnel Assistant		1			
Employ. Counselor I		2			
Employ. Counselor II		3			
Employ. Counselor III	1	13		1	2
Manager I	1	11		5	1
Manager II	1	10		1	3
Sr. Interviewer I		8			
Sr. Interviewer II	3	49	2	3	1
Vets. Employ. Repr.	2	12			
Clearance Officer		1			
Hosp. Nursing Cons.	1	1			
Sr. Bact.-Chemist	2	2			
Jr. Bact.-Chemist	4	4	1	1	
Suprv. Home Industries	1	1			
Field Superv. II	2	2			
Speech Corr. & Cons.	1	1			
Jr. Statistician	2	2	1		
Accountant	1	6			
Dir. Health Education	1	1			
Sr. Acct. Clerk	2	7			
Int. Acct. Clerk	1	4			
Jr. Acct. Clerk	6	46	1	2	
Chief Clerk	1	1			1
Sr. Clerk	43	58	3	3	8
Int. Clerk	22	63	4	2	7
Jr. Clerk	206	407	13	21	28
Supr. File Clerk		4			
Statistical Clerk	5	14			
Bkkg. Mach. Oper.	5	9	2		
Key Punch Operator	2	6			
Telephone Operator	2	5			
Janitor	3	3	1		

TABLE VI, Continued

Position	No. Added 7-1-47 to 6-30-48	Total Ratings In Effect	No. Available Statewide at Minimum	No. Available Locally at Minimum	No. Available Above Minimum
Suprv. Acct. Clerk	1	2			
Lab. Helper	1	1			
Hyg. Lab. Asst.	1	1			
Accounting Clerk	8	13	2		1
Secretary	5	9			1
Sr. Stenographer	44	66	1	4	1
Int. Stenographer	52	83	4	3	4
Jr. Stenographer	218	440	6	33	14
Typist	315	599	17	45	31
Int. Typist	32	34	2	1	3
Medical Secretary		2			
Medical Steno.		5			
TOTALS	1243	2473	97	150	122

TABLE VII

SALARY INCREASES, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
July 1, 1947 - June 30, 1948

Position	Salary Adjust-ments	Salary Advance-ments	Promotions	Demotions	Reinstate-ments	Separations
Unemployment Compensation Commission						
Director, U.C.	1					
Attorney	1					1
Inform. Repr.	2	1				
Chief Field Advisor	2					1
Field Advisor	2	6		1		1
Suprv. Claims Exam.		3				
Claims Examiner	5	1	1			
Director, E.S.		2				
Field Supervisor				1		
Admin. Asst.	3	2			2	2
Sr. Interviewer	52	37	6			13
Jr. Interviewer	23	21	8	1		11
Chief Accountant	1	1				
Accountant		2	1			1
Sr. Clerk	3	12	2		2	6
Int. Clerk						2
Jr. Clerk	24	12	3			33
Files Supervisor						

TABLE VII, Continued

Positions	Salary Adjust-ments	Salary Advance-ments	Promotions	Demotions	Reinstate-ments	Separations
Statistical Clerk	5	2	1		1	1
Secretary	1	2				
Sr. Stenographer						1
Jr. Stenographer						1
Typist	21	4	3			16
Bkkg. Mach. Oper.	2					2
Jr. Key Punch Oper	1	3				3
Telephone Operator						2
Janitor	2					3
Sr. Key Punch Oper						
Chief, Res. & Stat	1	1				
Statistician		1	1			
Asst. Exec. Dir.	1	1				
Liaison Officer		3				
Asst. Info. Repr.	1	2				
Personnel Asst.	1	1				
Manager I	3	4	1			
Manager II	6	6				
Vets. Employ.Repr.		5				
Clerk-Stenographer	5	4			1	1
Stenographer	1	4			1	13
Employ. Counselor	1	4				
Field Superv. I	1	1				
Field Superv. II		6				
Suprv. Employ. Couns.	3		1			
Superv. of Training	2					
Superv. Indus. Serv.	1	1				
Accounting Clerk	1	2	1			3
Chief Claims & Benf.		2				
Manager III	1	14	1			3
Jr. Statistician		1				
Farm Place. Superv						
Superv. Machine Oper.						
Cashier						
Area Farm Placement Asst.						
TOTALS	180	174	30	3	7	119
Merit System Office						
Test Technician		2				
Sr. Stenographer		2				
Jr. Stenographer		2				
Jr. Clerk						1
TOTALS		6				1

TABLE VII, Continued

Position	Salary Adjustments	Salary Advancements	Promotions	Demotions	Reinstatements	Separations
Deparment of Public Welfare						
Accountant						
Sr. Accounting Clerk		1				1
Int. Accounting Clerk						
Sr. Clerk		4	1			3
Int. Clerk		9	1			
Jr. Clerk		3				3
Sr. Stenographer		12				2
Int. Stenographer		38				8
Jr. Stenographer		35		3	4	27
Typist		5	1			1
Telephone Operator	1					
Dir. Public Asst.						
State Field Superv.		6				
Asst. Dir. Public Asst.						
Co. Supervisor I		4				
Co. Supervisor II	1	15		1		3
Co. Supervisor III		11				2
Sr. Caseworker		14	7	1		4
Jr. Caseworker		55	8		2	34
Dir. Aud. & Finance						
Dir. Child Welf.Serv.		1				
Child Welf. Superv.	1					1
Child Welf. Cons.		8			1	1
Sr. Child Welf. Wrkr.			4			4
Jr. Child Welf. Wrkr.		4				1
Dir. of Statistics		1				
Statistician	1	3				
Dir. Purch. & Serv.		1				
Interpreter						
Jr. Clerk-Typist		5				10
Superv. Acct. Clerk						
Super. Secretary						
Super. Serv. for Blind						
Super. Vocational Rehab.		2				
Superv. File Clerk						
Placement Worker						1
Home Teacher for Blind						1
Super. Home Industries						
TOTALS	2	243	18	5	7	107

TABLE VII, Continued

Position	Salary Adjust-ments	Salary Advance-ments	Promotions	Demotions	Reinstate-ments	Separations
Board of Health						
Senior Clerk		4				1
Senior Stenographer		7			1	12
Int. Stenographer						1
Jr. Stenographer		3				3
Typist						7
Int. Typist		1				1
Dir. Maternal & Child Health & Crippled Childrens Serv.		1				1
Dir. Div. Dental Health		1				
Local P.H.N. Superv.			1			
Sr. Public Health Nurse		12			3	7
Jr. Public health Nurse		3	2			2
Dir. Ind. Hygiene Div.		1				1
Dir. Sanitary Engin.			1			
Asst. Dir. Sanitary Engin.		1				
Dir. Div. Food & Drugs		1				
Asst. Dir, Hygienic Lab.		1				
Jr. Bact.-Serologist		1				2
Deputy Regis. Vital Stat.		1				
Fiscal Agent		1				
Lab. Helper						2
Hygienic Lab. Asst.		2				2
Jr. Sanitary Insp.		1				1
Health Educ. Cons.		1				
Dir. P. H. Nursing		1				
Sr. Sanitary Engineer		1				
Sr. Chemist		2				
Jr. Chemist		1				
P. H. Nurs. Cons.		3				2
Photo. Unit Oper.		1				3
Graduate Nurse		2	1			4
Medical Stenographer		2				2
Hosp, Standards Cons.						1
Cons. Engineer		2				
TOTALS		61	3		4	55

TABLE VIII

SEPARATIONS AND PER CENT OF TURNOVER
1943 - 1948

Agency	1943	1944	1945	1946 Jan.-June	July 1946 to June 1947	July 1947 to June 1948
SEPARATIONS						
Department of Public Welfare	116	99	92	35	100	107
Board of Health	49	48	36	11	44	55
Unemployment Compensation Comm.	26	10	21	91	118	119
PER CENT OF TURNOVER						
Department of Public Welfare	47.9	42.4	41.1	15.8	45.4	48.4
Board of Health	54.4	60.2	49.2	14.2	53.5	64.5
Unemployment Compensation Comm.	54.3	25.1	47.3	62.8	62.7	53.1

TABLE IX

CLASSIFIED POSITIONS

Title of Position	Number Employed*			Minimum Salary	Maximum Salary
	Permanent	Probationary	Other		
Department of Public Welfare					
Junior Clerk	1			125	150
Intermediate Clerk	4	1		140	165
Senior Clerk	6	1		155	180
Telephone Operator	1			125	150
Typist	5	1	1	125	150
Junior Stenographer	18	9	5	135	160
Intermediate Stenographer	21	5		145	170
Senior Stenographer	14	1		160	185
Supervising Secretary	1			185	220
Supervising File Clerk	1			165	195
Intermediate Accounting Clerk		1		165	195
Senior Accounting Clerk	2			190	230

*Number employed on June 30, 1948

Title of Position	Number Employed*			Minimum Salary	Maximum Salary
	Permanent	Probationary	Other		
Supervising Accounting Clerk	2			200	240
Accountant	1			220	260
Director, Auditing & Finance	1			275	325
Statistician	1			200	240
Director, Statistics & Research	1			275	325
Director, Supplies & Services	1			275	325
Placement Worker			1	200	240
Supervisor Services for Blind	1			210	250
Supervisor Vocational Rehabilitation	1			230	280
Jr. Child Welfare Worker	3	2		170	200
Sr. Child Welfare Worker	1	1		190	230
Child Welfare Consultant	6			230	280
Interpreter	1			125	150
Junior Caseworker	27	6	2	155	180
Senior Caseworker	14	1		165	195
County Supervisor, Class III	10	2		180	210
County Supervisor, Class II	9	2	1	190	230
County Supervisor, Class I	7			200	240
Correspondent				190	230
State Field Supervisor	6			250	300
Director Public Assistance	1			315	365
Supervisor of Home Industries	1			210	250
Director Child Welfare Services	1			275	325
Assistant Director, Public Assistance	1			275	325
Merit System Office					
Junior Stenographer	1			135	160
Intermediate Clerk		1		140	165
Senior Stenographer	1			160	185
Test Technician	1			220	260
Merit System Supervisor	1			315	365
State Board of Health					
Senior Clerk	3			160	180
Typist		1		135	155
Intermediate Typist	1	1		145	165
Junior Stenographer	5	2	1	145	165
Senior Stenographer	10	3		165	185
Medical Stenographer	1			175	200
Director, Public Health Nursing	1			320	400
Public Health Nursing Consultant	3			240	300
Local Public Health Nursing Superv.	1			220	275
Senior Public Health Nurse	10		2	200	240
Junior Public Health Nurse	4			175	200
Graduate Nurse	3			160	175

*Number employed on June 30, 1948

Title of Position	Number Employed*			Minimum Salary	Maximum Salary
	Permanent	Proba-tionary	Other		
Photofluorograph Unit Operator	1			160	200
Hospital Nursing Consultant	1			240	300
Speech Correctionist & Consultant		1		240	300
Physical Therapist	1			240	300
Epidemiologist	1			500	600
Director Dental Health	1			380	475
Director Industrial Hygiene Lab.		1		340	425
Director Sanitary Engineering	1			380	475
Assistant Director Sanitary Engineering	1			320	400
Senior Sanitary Engineer	1			240	300
Senior Bacteriologist-Chemist		1		240	300
Director Division of Food & Drugs	1			300	375
Senior Chemist	1			240	300
Junior Chemist	1		1	200	250
Junior Sanitary Inspector	3			180	225
Director of Hygienic Laboratory	1			340	425
Assistant Director of Hygienic Laboratory	1			300	375
Senior Bacteriologist-Serologist	1			240	300
Junior Bacteriologist-Serologist	2	1		200	250
Laboratory Assistant		1		140	160
Laboratory Helper			1	120	140
Director Division of Health Education		1		320	400
Medical Social Worker	1			240	300
Consulting Engineer			1	300	375
Hospital Standards Consultant		1		240	300
Deputy Registrar of Vital Statistics	1			300	375
Fiscal Agent	1			260	325
Unemployment Compensation Commission					
Janitor	2			160	180
Junior Clerk	24	8	3	150	180
Senior Clerk	10	1		175	200
Bookkeeping Machine Operator	1	1		150	180
Junior Key Punch Operator	2		1	150	180
Senior Key Punch Operator	1			165	195
Typist	8	4		140	160
Stenographer	7	3	1	150	180
Clerk-Stenographer	6	1		175	200
Secretary	1			185	225
Files Supervisor			1	175	220
Accounting Clerk	1	2	1	185	225
Accountant	2	2		200	250
Cashier	1			225	275
Chief Accountant	1			300	350
Statistical Clerk	5			185	225
Junior Statistician	1			200	250

*Number employed on June 30, 1948

Title of Position	Number Employed*			Minimum Salary	Maximum Salary
	Permanent	Proba-tionary	Other		
Supervisor of Machine Operations			1	275	325
Chief of Research & Statistics	1			300	350
Claims Examiner	3			200	250
Supervising Claims Examiner	2			250	300
Chief of Claims & Benefits	1			300	350
Field Advisor	7			225	275
Chief Field Advisor	1			300	350
Junior Interviewer	15	6		175	200
Senior Interviewer	24	6	2	200	250
Veterans Employment Representative	5			200	250
Manager III	11			200	250
Manager II	5		1	225	275
Manager I	3			250	300
Field Supervisor II	5			250	300
Field Supervisor I	1			275	325
Farm Placement Supervisor			1	310	360
Area Farm Placement Assistant			2	215	265
Administrative Assistant	3			275	325
Assistant Informational Representative	1			250	300
Informational Representative	1			310	360
Employment Counselor	3			200	250
Supervisor of Training	1			300	350
Liaison Officer	1			300	350
Supervisor of Industrial Services	1			275	325
Personnel Assistant	1			200	250
Director, U. C.	1			340	390
Director, E. S.	1			340	390
Assistant Executive Director	1			365	400

*Number employed on June 30, 1948

TABLE X

MONITORS FOR MERIT EXAMINATIONS
July 1, 1947 - June 30, 1948

Examination Center	Name
Anaconda	Papez, Mary A.
Arlee	Roesler, William H.
Baker	Barrett, Elaine M.
	Wehder, Martha
Belfry	Grice, Gladys
Bigfork	Fockler, E. R.
Big Timber	Cook, V. Dale
Billings	Brugger, Vera
	Johnston, Jean
	Ragsdale, J. G.
Bozeman	Anderson, Homer E.
	Robertson, Jean
	Thorp, Margaret
Brady	Royels, C. T.
Bridger	Holzum, Audrey
Brockton	Samuelson, Lois
Buffalo	Jay, Robert H.
Butte	Charles, Florence D.
	Kennedy, Ruth
Cascade	Smith, K.
Circle	Craig, Marian
Columbus	Rosean, Florence
Corvallis	McMillan, George B.
Custer	Hanley, Ernestine
Cut Bank	Karlberg, Agnes
Denton	Lowthian, B. M.
Dutton	Obstarczyh, Phyllis
Ekalaka	Sandy, Viola K.
Ennis	Goetz, H. J.
Eureka	Shea, Marie
Florence	Boyington, Orville K.
Geraldine	Jesperson, George E.
Geyser	Gustafson, George
Glasgow	Freeman, Ina
Grass Range	Gaynor, G. C.
Great Falls	Holm, Phyllis
	Morris, Beulah K.
	Nelson, Ella
Hamilton	Potts, Ruth
Harlowton	McNally, Peg
Havre	Beatty, Neil
Helena	Dwyer, Maribeth
	Reinig, Maribeth
	Sister Mary Judith
	Woodward, Mary Ellen
Highwood	Curtis, Doreen M.
Hinsdale	Sigg, Alfreda
Hobson	Beaman, Ethel
Hot Springs	Rankin, Virginia
Hysham	Isaac, Evalyn T.
Joplin	Bly, Jane L.
Jordan	Fleming, Ruth
Judith Gap	Stein, Agnes J.
Kalispell	Kington, Mrs. Phil
	Lambert, Florence
	Merritt, Clifton
	Merritt, Russell
Laurel	Kamerzell, Helen
Lewistown	Granger, Mary
	Schultz, Leone
	Stephens, Elsie
Livingston	Russell, Carrie T.
Malta	Dempsey, John J.
Manhattan	Waters, Louise H.
Miles City	Campbell, D. B.
	Denton, Glenn
	Iorio, Ruby
	Sister Jean Marie
	Wagner, E. D.
Missoula	Bendixen, Ethel
	Crow, Cleo
	Fish, LeNoir
	Tascher, Dr. Harold
	Wickham, Verna
	Wilson, Brenda F.
Opheim	Greer, Mrs. Wm. C.
Plentywood	Norem, S. C.
Rapelje	Hemphill, Alice
Reedpoint	Zehetmir, Cina
Richey	Dann, Orpha
Roberts	Hunt, Edith
Ronan	Kaiser, Edna L.
Roundup	Shepherd, Mary A.
Ryegate	Kojancik, J. J.
St. Ignatius	Glover, Mrs. James A.
Sand Coulee	Stewart, Antoinette
Shelby	Messinger, Oliver
	Randall, R. R.
Sheridan	Howe, Sonna
Sidney	Buck, George
	Emmett, Mary
	Farnum, Jo
Simms	Kirchner, Cecilia
Victor	Flagel, Edith M.
Westby	Hovden, Mark
Wibaux	McDonald, A. B.
Wilsall	Faber, Louise L.
Winnett	Williams, Helen K.
Wolf Point	Omlie, Virginia
	Slaght, E. Ford